

To: Keable, Edward[edward.keable@sol.doi.gov]
Cc: Juliette Lillie[juliette_lillie@ios.doi.gov]; Robert Howarth[Robert_Howarth@ios.doi.gov]
From: Julka, Clarice
Sent: 2018-08-16T15:21:58-04:00
Importance: Normal
Subject: Re: OS FOIA Staffing Levels
Received: 2018-08-16T15:22:24-04:00

Ed,

I'm assuming that you mean optimal staffing on a permanent basis. If so, the below is my recommendation and I believe would be consistent with other FOIA offices with similar workloads.

(b) (5)

v/r

Clarice

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On Thu, Aug 16, 2018 at 1:48 PM, Keable, Edward <edward.keable@sol.doi.gov> wrote:

Clarice,

I would like to get from you a sense for the optimal staffing levels for OS FOIA based on historical trends and current backlog needs.

Can you articulate what staffing level you think OS FOIA needs in your best professional judgement? I don't just want numbers; I want to understand how you get to the numbers (including, if appropriate, how many people would be dedicated to performing what functions).

Also, I assume you might need some temporary staff to work through the FOIA request backlog. If that is correct, I would need to understand how many staff you would need to work on the backlog and for how long.

Thanks,

Ed

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